#### ADDENDUM No. 1

TO:

**ALL BIDDERS** 

FROM:

CITY OF HIALEAH

BID #:

2013/14-0240-00-014

RE:

LIFE & A.D. & D COVERAGE

DATE:

April 07, 2014

The original contract documents for the entitled: LIFE & A.D. & D COVERAGE need to be amended as noted in this Addendum No. 1.

This Addendum No. 1 consists of 4 typed pages. All other items and conditions of the original Contract Documents shall remain unchanged. This Addendum shall become a part of the Contract Documents.

Approved for issue:

Angel Ayala - Purchasing Director Date: April 07, 2014

## ACKNOWLEDGMENT

Receipt of this Addendum No. 1 shall be acknowledged in the space provided on the ADDENDUM RECEIPT form - ARF (Copy attached) now a part of the Contract Documents to be faxed immediately to the City of Hialeah Purchasing Division (305) 883-5871 and submitted with sealed bids.

#### **QUESTIONS AND ANSWERS:**

Question 1:

Can you please provide a revised 'Actives Employees Census' that shows both basic life and supplemental life volume coverage \$ amounts for each employee (along with gender, DOB and class)?

Answer 1:

Please see the Active Employee Census 2014, Retiree Census 2014, Census for \$50,000 (management) and \$35,000 (sworn police), on the City of Hialeah website.

Question 2:

Can you please provide waiver of premium reporting?

Answer 2:

There is no waiver of premium claimants.

Question 3:

Can you please provide premium history reporting for 3 years if possible?

Answer 3:

Please see page 19 on Life & A.D. & D. Coverage on the City of Hialeah website for premium history from July 1996 through June 2014.

- Question 4: Can we please get usable Basic Life and Voluntary Life experience broken out separately showing annual premium, claims (number and totals), Premium Waiver claims info and number of lives? We were provided spreadsheets with claim amounts and DOB from 2005-6/30/2011. There is no current data provided nor can we tell what is Supplemental or Basic life claims.
- Answer 4: There is no waiver of premium claimants. Please see Life Insurance Monthly billing October 1, 2013 through March 31, 2014 on City of Hialeah website. Please see Claims January 1, 2005 through June 30, 2011 and Claims July 1, 2011 to March 13, 2014 on City of Hialeah website. Please see page 19 on Life & A.D. & D. Coverage on the City of Hialeah website for premium history from July 1996 through June 2014. Please see Claims July 1, 2011 to March 13, 2014 for current data. The City cannot recall any supplemental life claims.
- Question 5: Can we either get a classed out census or get a list of who the management employees are?

  DOB's and the Department that they are listed on the census with would work for this class
- Answer 5: Please see census for \$50,000 (management) and \$35,000 (sworn police)
- Question 6: Is it possible to get the current renewal information (rates, claims data etc.) for this group?
- Answer 6: Not available.
- Question 7: Revised Census data for the BL quote: We do not have any class or benefit amount information on the census. The Class 1 members have a Flat \$100,000 benefit while all other actives have a Flat \$10,000. In going over the billing data there should be around 70 members with this benefit.
- Answer 7: There are 70 current management employees with the \$100,000 basic life insurance and 1003 employees with the \$10,000 basic life insurance.
- Question 8: Prior to 2011, the Basic Life coverage was tied to enrollment in the Medical Plan. This provision was removed per State Law for 2011 going forward. So, we will need confirmation that all members on the census are covered for Basic Life coverage.
- Answer 8: The members on the Employee Census 2014 and Retiree Census 2014 are covered for Basic Life coverage.
- Question 9: Since the group had to change their contracts per 2011, and the Eligibility mentions that the current carrier must pick up all disabled lives, we need confirmation that there are currently no Disabled Lives being covered, and if there are and they are not to be the responsibility of the current carrier, we will need a listing of those lives and include the following:
  - a. DOB or Age
  - b. Benefit Amount
  - c. Gender
- Answer 9: There is no waiver of premium claimants.

- Question 10: We are missing the Premium statements (billing statements will work) from 7/1/2001 to 9/30/2013. The group sent claims data for this period and billing statements from 10/1/2013 thru 3/2014.
- Answer 10: Not available. However, the City's billing statements were \$132,307.04 for 10/1/2012 through 9/30/2013; \$131,371.52 for 10/1/2011 through 9/30/2012; \$129,407.16 for 10/1/2010 through 9/30/2011; and \$129,364.37 for 10/1/2009 through 9/30/2010.
- Question 11: Please provide a paid/incurred exhibit for at least the time period that MinnLife has had the coverage (7/1/2011.)
  - a. An experience exhibit showing premium, claims, etc. would be best but if they can give us the above we'll work with the prem file included with the RFP.
- Answer 11: Please see Claims July 1, 2011 to March 13, 2014 on City of Hialeah website. Please see Claims January 1, 2005 through June 30, 2011 and Claims July 1, 2011 to March 13, 2014 on City of Hialeah website. Please see page 19 on Life & A.D. & D. Coverage on the City of Hialeah website for premium history from July 1996 through June 2014.
- Question 12: Please provide listing of waiver claims including date of approval and face amount.
- Answer 12: There is no waiver of premium claimants.
- Question 13: Please provide renewal rates.
- Answer 13: Not available.
- Question 14: Please add salaries and either Class or Basic coverage amount to the active life census. With so many retirees and a blended rate for actives and retirees a complete census is a must.
- Answer 14: The Employee Census 2014 on the City of Hialeah website includes 70 current management employees with the \$100,000 basic life insurance amount and other employees with the \$10,000 basic life insurance amount. The Retiree Census 2014 on the City of Hialeah website includes the basic coverage amounts.
- Question 15: Can we obtain a copy of this RFP in word format? The optional life only has 60 employees participating, is this only offered to a certain class of employees or are all employees eligible?
- Answer 15: Contact the Purchasing Office at 305-883-5857. Please see page 12 of the Life & A.D. &D. Coverage on the City of Hialeah website.
- Question 16: Is the City of Hialeah currently with a broker or consultant or do you wish us to provide the quote directly to the City
- Answer 16: The City is not currently with a broker or consultant. The quote may be provided directly to the City.
- Question 17: How was this bid released, is it on your website only
- Answer 17: The bid was advertised on the local newspaper, website and invite to bid was sent to all vendors matching the commodity.

- Question 18: I am not seeing the required bidder acknowledgement form, did I miss it or may I please have it, and does it get submitted back to you?
- Answer 18: There is no bidder acknowledgment form email the Purchasing Department @ lasuarez@hialeahfl.gov for bid acknowledgment.
- Question 19: In order to complete the rates sheets in the RFP, we will need a version of that document in Microsoft Word format.
- Answer 19: Contact the Purchasing Office at 305-883-5857.
- Question 20: Some of the life plan details conflict between the RFP and the Booklet (age reductions specifically). What document should be used?
- Answer 20: RFP
- Question 21: Do age reductions apply to Actives & Retirees, and to Basic & Supplemental Life? Please advise
- Answer 21: Please see the amount of basic life coverage for the different classes on pages 10 through 12 on Life & A.D. & D. Coverage on the City of Hialeah website.
- Question 22: Please premium and claims detail from the current carrier by month (or year) separated by each line of coverage \*with Active and Retirees separated if possible.
- Answer 22: Please see Claims July 1, 2011 to March 13, 2014 on City of Hialeah website. Please see page 19 on Life & A.D. & D. Coverage on the City of Hialeah website for premium history from July 1996 through June 2014. Please see Life Insurance monthly billing October 1, 2013 through March 31, 2014.
- Question 23: The RFP material mentions that disabled individuals are covered under the life policy. If this is accurate, we will need a list of these people including their DOB, Date of Disability, Gender, Coverage Amounts and Reason for Disability. Please clarify and/or provide
- Answer 23: There is no waiver of premium claimants

Addendum No. 1 Page 4

# CITY OF HIALEAH

## LIFE & A D & D COVERAGE

## 2013/14-0240-00-014

# **ADDENDUM No. 1**

| CONTRACTOR'S NAME |                  | - Control of the Cont | _ |
|-------------------|------------------|--|---|
| ADDRESS           |                  |  |   |
| PHONE NO.         |                  |  | _ |
| CONTACT NAME      | SIGNATURE _      |  |   |
|                   |                  | OWING ADDENDUM BY SIGNIN to the City of Hialeah at (305) 883   |   |
| ADDENDUM          | <b>SIGNATURE</b> | <u>DATE</u>  |   |
| 1                 |                  |  |   |
|                   | 1444             |  |   |